

# **5 FAH-1 H-240**

## **PREPARING TELEGRAMS AT POST**

*(TL:CH-2; 05-30-1998)*

### **5 FAH-1 H-241 GENERAL**

*(TL:CH-2; 05-30-1998)*

a. Prepare telegrams at posts for transmission via the Terminal Equipment Replacement Program (TERP) optical character reader (OCR). If using plain white paper instead of the basic OCR Forms 191 and 191A, ensure that the program formats the telegram according to the standards of these forms. See 5 FAH-1 H-241 Exhibit H-241 for a sample telegram prepared at post on plain paper.

b. Use the following print elements/fonts for telegrams:

(1) Typewriters—10-pitch OCR-B typing element (set font assembly at "3").

(2) Wang Word Processor—10-pitch OCR-B Metal Daisy Wheel (print route 3).

(3) PC—OCR-B cartridge, soft fonts or Courier 10.

c. Other work stations (CIHS, WOWI, CLAN) are programmed to transmit telegrams via the TERP. Follow instructions in this chapter for preparing telegrams on the systems named below, except where noted in 5 FAH-1 H-248.

(1) Classified Information Handling System (CIHS)—Transmits classified telegrams.

(2) Wang One-Way Interface (WOWI)—Equipped to transmit outgoing unclassified telegrams only.

(3) CLAN (Classified Local Area Network)—Transmits classified telegrams through a networked system.

d. "Official Informal" is a caption and must be placed on the Caption line and Subject line to ensure proper dissemination.

e. Follow the guidelines in this chapter for timely transmission of post telegrams. Contact the Information Programs Center (IPC) for any questions, comments, or problems regarding telegrams.

## **5 FAH-1 H-242 OCR FORMS**

*(TL:CH-2; 05-30-1998)*

a. When using automated programs with the software glossary formatted to the standards of the Optional Form 191, use plain white paper for the laser printer or continuous-feed paper for the Daisy Wheel. Consult with the post IPC for specific requirements.

b. Use Optional Forms 191 and 191A (continuation sheet) with the TERP system.

## **5 FAH-1 H-243 ALIGNMENT AND MARGINS**

*(TL:CH-2; 05-30-1998)*

a. If using word processing equipment or software, check alignment by using the OCR form as a guide. If the telegram has been produced from a formatted glossary or macro, it is always safer to use the OCR form to check the alignment.

b. If using a typewriter, align the OCR form in the typewriter or printer so that the lines are parallel with the top edge of the paper. If lines appear off in relation to the margin because of form variations during the printing process, it is no problem as long as information is typed inside the red margins. Do not use the horizontal red line on the form as a guide for paper alignment.

## **5 FAH-1 H-244 TELEPHONE NUMBER/PAGE NUMBER**

*(TL:CH-2; 05-30-1998)*

On the right side of the form, above the guide words "TEL EXT" and "PAGE," type the drafter's telephone number/extension number and page number of the telegram. If using plain white paper, requirements are set by the post IPC.

## **5 FAH-1 H-245 GUIDE WORDS**

*(TL:CH-2; 05-30-1998)*

a. "Guide words" are words (indicating where to place information needed to process telegram) printed in the left margin or inside the text area at the upper left of the message form. When guide words appear flush with the left margin, align the entry with the guide word. When guide words appear inside the text area, type directly over the guide word in that field.

b. Type "NONE" over the guide word to denote no entry. (Obtain procedures for CLAN from post IPC.)

## **5 FAH-1 H-246 DISTRIBUTION**

*(TL:CH-2; 05-30-1998)*

a. Contact the post IPC for a list of currently valid distribution symbols.

b. The drafting office assigns the appropriate distribution. The symbol is read electronically by the equipment in the communications center, which electronically makes distribution based on the symbol. Example: The distribution symbol ADM will electronically generate distribution to the following offices: ACTION ADM3 INFO AMB AMBX DCM PER GSO RFMC, CSC BBM RSO, CPO IPC.

c. When using a distribution symbol followed by a valid office symbol, the pattern will automatically add the additional office(s) to any distribution pattern as follows: Example: To add DAO ODC and LEGATT to the ADM pattern shown above, the distribution is placed on the telegram as follows: ADM DAO ODC, LEGT.

d. To restrict distribution, enter the word NONE as the distribution symbol, followed by valid OFFICE symbols. Example: The distribution designator: NONE AMB DCM IPC distributes copies only to the offices AMB DCM and IPC.

e. Special temporary distribution patterns are set up for Very Important People (VIP) visits or other special events. Use only during the event.

## **5 FAH-1 H-247 COMPLETING THE OCR FORM**

*(TL:CH-2; 05-30-1998)*

a. The following instructions apply to all telegrams prepared at post. Every system or work station set up to prepare telegrams must conform to the standards of the OCR form using plain white paper or in rare cases the actual form.

b. Note that blank lines in post telegrams indicate to the OCR that no more text follows. The scanner then proceeds to the next entry or page for reading.

c. Contact the IPC for any questions, comments, or problems regarding telegrams.

## **5 FAH-1 H-247.1 Classification Or Administrative Control Designation**

*(TL:CH-2; 05-30-1998)*

a. This is the starting point for the OCR scanner. For an unclassified telegram, enter UNCLASSIFIED wherever the guide words are located and at the bottom right of the form.

b. For a classified telegram, enter CONFIDENTIAL, SECRET, or TOP SECRET wherever the guide words are located and at the bottom right of the form. Use portion markings to mark the title, each paragraph section or table as (U), (C), (S), or (TS) as appropriate.

c. For unclassified telegrams that must be administratively controlled, enter UNCLASSIFIED at the top and bottom of the telegram. Enter the word SENSITIVE on the CAPTION line (e.g., SENSITIVE). If the telegram contains a caption, enter SENSITIVE immediately after the caption (e.g., DS CHANNEL, SENSITIVE). If the telegram is not releasable to foreign nationals, enter NOFORN after SENSITIVE (e.g., SENSITIVE, NOFORN). (see 5 FAH-1 H-247 Exhibit H-247.1).

## **5 FAH-1 H-247.2 Charge Date**

*(TL:CH-2; 05-30-1998)*

Place a charge symbol and date in this area for message accounting purposes. Contact post IPC for guidance.

## **5 FAH-1 H-247.3 Approval**

*(TL:CH-2; 05-30-1998)*

Enter approving officer's office symbol, initials and surname. This information indicates that the contents and classification have been approved by an authorized official.

## **5 FAH-1 H-247.4 Drafted By**

*(TL:CH-2; 05-30-1998)*

Enter the agency and/or office symbol, initials and surname of the drafting officer, and the initials of the preparer (if other than drafter). The drafter places initials in the designated area on the right side of the form.

## **5 FAH-1 H-247.5 Clearances**

*(TL:CH-2; 05-30-1998)*

Place the agency and/or office symbol and the initials and surname of each clearing officer horizontally across the page as appropriate. The clearance officer(s) places initials in the designated area on the right side of the form. See 5 FAH-1 H-215 for additional information.

## **5 FAH-1 H-247.6 Distribution**

*(TL:CH-2; 05-30-1998)*

a. Place the distribution symbol or pattern, which corresponds to the desired distribution in this area (see 5 FAH-1 H-246 for examples of distribution symbols and patterns).

b. Leave a blank line (double space) between the "Distribution" line and the "Originator" line.

## **5 FAH-1 H-247.7 Originator**

*(TL:CH-2; 05-30-1998)*

Enter the appropriate originator office symbol (i.e., AMEMBASSY BONN). Consult IPC for list of approved originator symbols.

## **5 FAH-1 H-247.8 Action Addressee/Precedence**

*(TL:CH-2; 05-30-1998)*

a. List action addressee(s) and precedence designator(s) in this field. List all the action addressees followed by all information addressees.

b. Show the precedence designator after the action/information addressee(s), as appropriate. Place a comma after the addressee, space, and follow with the precedence indicator.

c. A blank line (double space) must follow the last addressee.

d. See 5 FAH-1 H-220 (Precedence Designators/Addressees) for general information.

## **5 FAH-1 H-247.9 Caption And Special Handling Lines**

*(TL:CH-2; 05-30-1998)*

Entries are not mandatory on these lines. When necessary, include any special handling, distribution, channel captions, or attention indicators (slug

lines). Enter attention indicators two lines below the last addressee or caption. See 5 FAH-1 H-216 and 5 FAH-1 H-700 for a list of approved captions.

## **5 FAH-1 H-247.10 E.O., TAGS, Subject, And Reference Lines**

*(TL:CH-2; 05-30-1998)*

### **a. E.O. 12958 Line**

If the telegram is classified, enter one of the following example declassification instructions on the E.O. 12958 line:

EXAMPLE: E.O. 12958: DECL: 10/16/99  
E.O. 12958: DECL: End of Conference  
E.O. 12958: DECL: 1.6 X5 and X6

If the telegram is unclassified or administratively controlled (SBU), enter N/A/ on the E.O. 12958 line. See 5 FAH-1 H- 234.11 for further guidance on classified telegrams.

**b. TAGS Line** Place the appropriate TAGS (subject, program, or geopolitical) on the TAGS line. Lines must be single-spaced.

**c. Subject Line** Keep subjects brief on the Subject line. Leave one blank line (double space) after the SUBJECT line entry.

**d. Reference Line** For references enter the year (if from a previous year), post name, and number (MRN) on State telegrams. Insert one blank line (double space) after the reference line. Example: REF: STATE 123456 or REF: USCINCEUR VAIHINGEN GE O12103Z JAN 92

**e.** See 5 FAH-1 H-217 for further guidance on E.O., TAGS, Subject, and Reference lines.

## **5 FAH-1 H-248 TEXT**

*(TL:CH-2; 05-30-1998)*

**a.** When using typewriter or WANG settings, do not exceed 65 characters per line on the telegram.

**b.** CLAN and CIHS telegrams will accept 59 characters per line, with or without page breaks. WOWI will process 59 characters as well.

**c.** The asterisk (\*) correction symbol does not work with the CIHS and WOWI telegrams. The crosshatches (##) at the end of the text are not required for these systems. The system ignores these symbols when the telegram is sent.

## **5 FAH-1 H-248.1 Spacing**

*(TL:CH-2; 05-30-1998)*

Start text two lines below the subject line or reference line, if any. Single-space text and double-space between paragraphs. Use impression control "A" for typewriter/WANG setting.

## **5 FAH-1 H-248.2 Paragraphs**

*(TL:CH-2; 05-30-1998)*

Begin each paragraph flush with the left margin. When telegrams contain more than one paragraph, number the paragraphs consecutively.

### **5 FAH-1 H-248.2-1 Summary Paragraph**

*(TL:CH-2; 05-30-1998)*

On telegrams of more than three pages, the first paragraph should be a "Summary" to highlight the content of the telegram. If the telegram is classified it must be preceded by classification/declassification instructions (see 5 FAH-1 H-234.3). Begin with the word "SUMMARY" and end with the word "END SUMMARY." When the telegram requests Washington action, also include within the summary paragraph a statement of the action desired, headed by the phrase "ACTION REQUESTED."

## **5 FAH-1 H-248.3 Abbreviations**

*(TL:CH-2; 05-30-1998)*

Abbreviate words commonly used in other correspondence, such as acronyms for Federal agencies, international organizations, etc. Spell out all abbreviations the first time mentioned and follow with the abbreviation in parenthesis.

## **5 FAH-1 H-248.4 Underlining**

*(TL:CH-2; 05-30-1998)*

To indicate underlined text, type "BEGIN UNDERLINE" at the beginning and "END UNDERLINE" at the end of such text.

## **5 FAH-1 H-248.5 Corrections**

*(TL:CH-2; 05-30-1998)*

a. Use the "self-correcting" feature on the IBM Selectric Typewriter to correct text in the telegram as opposed to the asterisk deletion symbol. Use the automated features with word processing software to correct

errors.

b. If a self-correcting typewriter is not available, use the asterisks (\*) to correct text as follows:

- \* Deletes the previous character
- \*\* Deletes the previous word
- \*\*\* Deletes the line back to the left margin

## **5 FAH-1 H-248.6 Authorized Symbols**

Posts should use only the symbols listed below in the text of telegrams. Spell out all other keyboard symbols.

- ! Exclamation mark
- # Cross Hatch
- ' Apostrophe
- " " Quotation mark
- & Ampersand
- , Comma
- ( Open parenthesis
- ) Close parenthesis
- / Slant
- Dash
- ; Semicolon
- : Colon
- . Period
- ? Question mark

## **5 FAH-1 H-248.7 End Of Message**

*(TL:CH-2; 05-30-1998)*

Indicate the end of telegram text with two crosshatches (##) directly after the last word. On telegrams to the Department, the symbol is immediately after the signature.



## **5 FAH-1 H-248.8 Succeeding Pages**

*(TL:CH-2; 05-30-1998)*

Use Form OF 191A (OCR) or plain white paper for second and all other pages. Enter the appropriate security classification, control designation, or "Unclassified" at the top and bottom of the page. Number each page at the top where indicated. Begin text within margin just below the top red line or in the preformatted text area.

## **5 FAH-1 H-248.9 Assembly**

*(TL:CH-2; 05-30-1998)*

Assemble telegram according to IPC procedures. Retain one copy for the drafting office, suspense, or chronological file.

## **5 FAH-1 H-249 UNASSIGNED**

**5 FAH-1 H-241 Exhibit H-241**  
**TELEGRAM PREPARED ON PLAIN PAPER—**  
**POST**

*(TL:CH-2; 05-30-1998)*

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UNCLASSIFIED  
PROG 12/30/97  
DCM:CKDOBBINS  
RSO:JDOE  
ADM:MJONES:CFF 2-6928  
ADM RSO

AMEMBASSY BRUSSELS  
SECSTATE WASHDC  
INFO AMEMBASSY PARIS

IM CHANNEL

DEPT FOR EUR/NE AND EUR/EX

E.O. 12958: N/A  
TAGS: ASEC  
SUBJECT: TRAVEL OF AMBASSADOR SMITH TO BELGIUM

REF: STATE 12345

1. THIS EXHIBIT SHOWS A TELEGRAM PREPARED FROM POST TO THE DEPARTMENT. IT HAS BEEN PREPARED FROM A PREFORMATTED GLOSSARY WITH WORD PROCESSING SOFTWARE.

2. REMEMBER TO PLACE TWO CROSSHATCHES (##) AFTER THE LAST WORD OF TEXT TO INDICATE THE END OF THE MESSAGE.SEE 5 FAH-1 H-240 FOR MORE INFORMATION ON PREPARING TELEGRAMS AT POST. HAWTHORNE ##

# 5 FAH-1 H-247 Exhibit H-247.1

## SBU TELEGRAM—POST

(TL:CH-2; 05-30-1998)

UNCLASSIFIED  
PROG 10/01/97  
DCM:TKSMITH  
ADM:RBDILLER:CF  
1.POL:TRHERTZ, 2.ECON:TKMILLER  
AMB DCM POL, ADM-2 ECON

AMEMBASSY BANGKOK  
SECSTATE WASHDC PRIORITY  
AMEMBASSY BEIJING PRIORITY  
AMCONSUL HONG KONG

SENSITIVE

E.O. 12958: N/A  
TAGS: APER, ATRN  
SUBJECT: SAMPLE SBU TELEGRAM FROM POST

1. (SBU) THIS SAMPLE SBU TELEGRAM SHOWS THE PROPER FORMAT  
IN ACCORDANCE WITH THE NEW E.O. 12958 GUIDELINES. ENTER  
"UNCLASSIFIED" UNDER "CLASSIFICATION" AND "SENSITIVE" IN  
THE "CAPTIONS" FIELD.
2. (U) IF THE CABLE CONTAINS A CAPTION, ENTER  
"SENSITIVE" IMMEDIATELY AFTER THE CAPTION (E.G., PER  
CHANNEL, SENSITIVE). IF THE CABLE IS RESTRICTED FROM  
FOREIGN NATIONALS, ENTER "NOFORN" AFTER "SENSITIVE" (E.G.,  
SENSITIVE, NOFORN).
3. (U) EACH PARAGRAPH MUST BE MARKED WITH THE  
APPROPRIATE PORTION MARKING. THESE MARKINGS ARE  
PARTICULARLY IMPORTANT WHEN ONE OR MORE PARAGRAPHS WILL BE  
GIVEN TO THE PUBLIC.
4. (SBU) REFER TO 5 FAH-1 H-240 FOR TELEGRAM PREPARATION  
GUIDELINES. HAWTHORNE##

**SBU FOR EXHIBIT PURPOSES ONLY**